

**16 OCTOBER 2003**



***Flying Operations***

***ORIENTATION FLIGHTS***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFDPO 11-4, Aviation Services, Department of Defense (DoD) Directive 1340.4, Proficiency Flying Programs, and AFI 11-401/AFRC 1, Flight Management. It defines responsibilities for conducting unit-assigned military member incentive flights. It applies to all Reserve personnel assigned to the 315th Airlift Wing.

***SUMMARY OF REVISIONS***

The second sentence of paragraph **1** is changed to read incentive flight. Approval authority changed in paragraph **2** to reflect guidance in AFRC Supplement 1 to AFI 11-401. Procedures in paragraphs **3.1**, **3.2**, and **3.3** are changed to add coordination steps. The 315 OG/CC's responsibilities are added in paragraph **4.1** and remaining paragraphs are renumbered. The length of Reserve mission for incentive flight is changed in paragraph **4.2.1**. The contact information is changed in paragraph **4.6.1**. **Attachment 1** request format is changed to add routing for additional review. A bar (|) indicates revisions from the previous edition.

**1. ORIENTATION FLIGHTS** : There are four types of orientation flights: distinguished visitor, incentive, familiarization, and spouse orientation. An incentive flight may be conducted to reward or motivate individuals, ensure a better understanding of the C-17 and its role in the AFRC mission, or when the flight is determined to be in the best interest of the Air Force. The flights are not used for transportation in lieu of regular passenger travel for avoidance of travel expenses or for leave.

1.1. Individuals will report directly to the aircrew and will be escorted by an aircrew member for the duration of the mission. They are passengers, but will be manifested by the aircrew loadmasters and anti-hijack inspected by the aircrew.

1.2. Individuals are authorized seating on the flight deck. They will not take precedence over ACM, MMO, MEGP, MRS, courier, cargo escorts, other revenue generating passengers/cargo, or emergency leave personnel.

1.3. No simulated emergencies or touch-and-go landings will be performed.

1.4. Travel is authorized only while traveling on 437 AW-assigned aircraft that are operated by 315 AW aircrews or with originating aircrew if they fly another wing's aircraft.

1.5. If travel is to overseas areas, the sponsoring unit, in conjunction with 315 OSS/OSOT, ensures these individuals are properly border cleared and possess all proper documentation for entry into any other country for which a stop is scheduled and for potential diversion location.

**2. APPROVAL AUTHORITY :** Individuals will be identified by unit commanders as meeting the requirements for orientation flights in accordance with AFI 11-401, paragraph 1.9.2 and 1.9.4.7. Repeat incentive flights while assigned to this wing require 22 AF/CC approval. Approval authority matrix is defined in AFI 11-401/AFRC 1, Table A11.1.

### **3. NOMINATION PROCEDURES:**

3.1. Unit commanders/staff agency chiefs may nominate as incentive flyers Reserve, non-flying military personnel from their unit/staff agency who have demonstrated outstanding job performance and/or have made major contributions to the wing's mission. Unit commanders/staff agency chiefs will submit nomination memorandums through their respective group commander and operations group commander to the wing commander for approval.

3.1.1. Nominating memorandums (see [Attachment 1](#) of this instruction)

3.1.1.1. Provide name, rank, SSN, sex, security clearance information, passport status, citizenship, duty/home phone number, and period of availability of nominated individual.

3.1.1.2. Describe the individual's duty performance, leadership and management qualities, and participation in additional activities and education self-improvement efforts.

3.2. The respective group commander routes his recommendation for approval/disapproval through the operations group commander to the wing commander.

3.3. The 315 AW commander approves/disapproves the incentive flight request based on input from unit commanders/staff agency chiefs. If approved by the wing commander the request is forwarded to HQ AFRC/DOOM for coordination and final approval.

### **4. RESPONSIBILITIES:**

4.1. The 315th Operations Group Commander and his standardization/evaluation (OGV) staff ensure the request meets the requirements of AFI 11-401/AFRC 1 then route it to the 315 AW commander for coordination/approval. After the 315 AW/CC's coordination, the 315 OG/CC's staff forwards the request to HQ AFRC/DOOM for coordination and final approval.

4.2. Current Operations, 315 OSS/OSO

4.2.1. If the request is approved by HQ AFRC/DOOM, selects a Reserve mission that falls within the individual's availability period and is compatible with his/her travel documentation.

4.2.2. Tasks the operating squadron to provide a crew member to sponsor the participant.

4.2.3. Informs the participant's squadron commander/staff agency chief as to the mission selected, operating date, and the operating squadron.

#### 4.3. The participant's organization

4.3.1. Funds the TDY/active duty.

4.3.2. Publishes TDY/active duty orders which will include the following remarks: "Member will be escorted and manifested/inspected by a crew member. Travel and flight deck access authorized while traveling on 437 AW-assigned aircraft which are operated by 315 AW aircrews or with originating aircrew if they fly another wing's aircraft."

4.3.3. Makes provisions for the individual to participate, obtain an ID card and/or passport, if required.

4.3.4. Pre-briefs the participant on his/her responsibilities.

#### 4.4. The incentive flyer

4.4.1. Reports directly to the aircrew at the 315 AW Operations Center at pre-brief time with the required equipment and documentation.

4.4.2. Wears BDUs while actively participating in mission activities.

4.4.3. Will bring sufficient funds to defray expenses.

4.4.4. Keeps sponsor and aircraft commander informed of location.

4.4.5. Reports to the aircraft commander at beginning and end of each day for instructions.

4.4.6. Conducts self in a professional manner.

#### 4.5. The tasked flying squadron commander/aircraft operations officer

4.5.1. Limits the crew size to seven on the C-17 and ensures the mission aircraft commander understands his/her responsibilities with respect to the incentive flyer.

4.5.2. Ensures sponsor is briefed on his/her responsibilities.

#### 4.6. The sponsor

4.6.1. Contacts the incentive flyer two duty days prior to mission operation and briefs him/her on the following:

4.6.1.1. Show time and location

4.6.1.2. Mission length

4.6.1.3. Itinerary

4.6.1.4. Rest Over Night (RON) locations

4.6.1.5. Weather to be expected

4.6.1.6. Civilian clothing needs

4.6.1.7. Money to bring

4.6.1.8. What to expect.

4.6.2. Meets the incentive flyer at the 315 AW Operations Center and introduces him/her to the crew.

- 4.6.3. During the flight, crew duties permitting, shows the participant his/her duties and those of the other crew members.
- 4.6.4. At en route stops shows the participant the various functions performed by support personnel.
- 4.6.5. On return assists the participant in preparing his/her voucher.
- 4.6.6. Treats the incentive flyer as a member of the crew and involves him/her in as many crew activities as possible.

**5.** The incentive flight program is an excellent opportunity to expose some of our non-flying top performers to the challenges of the operating arena, as well as reward them for a job well done. Please take all opportunities to use this program to benefit our hardworking troops.

GARY L. COOK, Colonel, USAFR  
Commander

**Attachment 1**

**REQUEST FOR INCENTIVE FLIGHT FORMAT**

MEMORANDUM FOR (Respective Group/CC)  
315 OG/OGV  
315 OG/CC  
315 AW/CC  
HQ AFRC/DOOM  
315 OSS/OSO  
(Unit Commander/Staff Agency Chief)  
IN TURN

FROM: (Unit/Office Symbol)

SUBJECT: Request for Incentive Flight

1. Request an incentive flight for the following individual:
  - a. RANK, NAME, SSN, SEX:
  - b. SECURITY CLEARANCE:
  - c. PASSPORT STATUS:
  - d. CITIZENSHIP:
  - e. DUTY/HOME PHONE:
  - f. PERIOD OF AVAILABILITY, FROM/TO DATES:
2. REASON FOR INCENTIVE FLIGHT: (outstanding job performance or major contributions to the wing's mission, give details.)
3. DUTY PERFORMANCE: (Describe.)
4. LEADERSHIP AND MANAGEMENT QUALITIES: (Describe.)
5. PARTICIPATION AND ADDITIONAL ACTIVITIES: (Describe.)
6. EDUCATIONAL AND SELF-IMPROVEMENT EFFORTS: (Describe.)

(Signed by Unit Commander/Staff Agency Chief)  
(Typed Signature Block)

1st Ind, Respective Group/CC)

Date

MEMORANDUM FOR 315 AW/CC

Recommend approval/disapproval.

(Signed by Group Commander)  
(Typed Signature Block)

2d Ind, 315 AW/CC

Date

MEMORANDUM FOR HQ AFRC/DOOM

Recommend approval/disapproval.

(Signed by Wing Commander)  
(Typed Signature Block)

3d Ind, HQ AFRC/DOOM

MEMORANDUM FOR 315 OSS/OSO

Approved/Disapproved.

(Signed by HQ AFRC/DOOM)  
(Typed Signature Block)

4th Ind, 315 OSS/OSO

Date

MEMORANDUM FOR (ORIGINATING UNIT/OFFICE SYMBOL)

(Rank, Name) is scheduled to participate as an incentive flyer on (mission number), (from-to dates). The operating squadron is (\_\_\_\_\_). (Rank, Name) sponsor from the (\_\_\_\_\_) will contact him/her three duty days prior to mission operation and brief him/her on (a) show time and location, (b) mission length, (c) itinerary, (d) RON locations, (e) weather to be expected, (f) civilian clothing needs, (g) money to bring, (h) what to expect.

(Signed by Chief of Current Operations)  
(Typed Signature Block)

cc: 315 OSS/OSO (WOC)